



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

COCINST 1521.1
N097
FEB 21 2013

CHIEF OF CHAPLAINS INSTRUCTION 1521.1

From: Chief of Chaplains

Subj: CHAPLAIN CORPS ADVANCED EDUCATION PROGRAMS

Ref: (a) DODI 1304.28 of Jan 19, 2012
(b) OPNAVINST 1520.42
(c) OPNAVINST 1520.23B
(d) NAVPERS 15838I
(e) OPNAVINST 1000.16K, Section 804
(f) SECNAVINST 1730.7D
(g) MILPERSMAN 1320-150
(h) OPNAVINST 1730.1E
(i) MCO 1730.6E
(j) SECNAVINST 5351.1
(k) MILPERSMAN 1301-902
(l) MILPERSMAN 1301-904

Encl: (1) Chaplain Corps Subspecialty Codes and Curricula
(2) Civilian Institutions for Chaplain Corps Advanced Education
(3) Nomination Letter Template
(4) Chaplain Corps Advanced Education Program Schedule

1. Purpose. To provide revised policy for the management of advanced education programs at the level of graduate, post-graduate, clinical residency, and fellowships, hereinafter collectively referred to as Chaplain Corps (CHC) advanced education programs.

2. Cancellation. COCINST 1521.

3. Applicability. This instruction applies to all Navy chaplains in both the Active and Reserve Components.

4. Background

a. CHC advanced education programs raise the level of professional competency of Navy chaplains beyond the minimum professional and educational qualifications required in reference (a) of civilian religious ministry professionals at initial appointment as Navy chaplains. Additionally, CHC

FEB 21 2013

advanced education programs provide knowledge, skills, and abilities that complement training and education conducted through the Naval Chaplaincy School and Center.

b. CHC advanced education programs directly link requirements and education funding to Naval Service strategy and strengthen the Navy's ability to provide the appropriate educational opportunities to prepare chaplains for the support of current and future missions, per reference (b).

c. CHC advanced education programs consist of graduate and post-graduate programs at civilian educational institutions (CIVINS), graduate and post-graduate level programs at military service colleges and schools (MSCS), pastoral care residencies (PCR), and fellowships at civilian institutions (CIVFEL). CIVINS, MSCS and PCR programs are normally offered annually. CIVFEL programs are offered as necessary and are announced via a Chief of Chaplains' letter to the CHC.

d. Chaplains completing a CIVINS or PCR program receive a subspecialty code, pursuant to reference (c), and as authorized in references (d) and (e). CHC subspecialty codes are described in enclosure (1), and a list of institutions approved for CIVINS is provided in enclosure (2). Chaplains may request to attend a civilian institution not listed in enclosure (2). However, the Chief of Chaplains Office, OPNAV (N097), must determine if the institution meets the standards for CIVINS programs and the institution must be approved by Director, Information, Analysis and Development Division (OPNAV (N15)). PCR programs are located at Naval Medical Center (NMC) Portsmouth and NMC San Diego.

e. Chaplains completing a MSCS program will receive the appropriate additional qualification designator (AQD).

f. Chaplains completing a CIVFEL program, depending on program content, and whether or not a degree or certificate is awarded, may be eligible for a subspecialty code or AQD.

g. The Chief of Chaplains (OPNAV (N097)) is responsible for the professional development, education and training of chaplains, per reference (f), and is the Major Area Sponsor for CIVINS and PCR programs, per references (c) and (d).

5. Policy

a. The Chief of Chaplains shall provide policy, oversight and coordination of CHC advanced education programs; appoint a

FEB 21 2013

CHC advanced education program selection committee, as outlined in paragraph 8 of this instruction; provide the committee with a written charter; make approval/disapproval determinations on the committee's recommendations; and approve the slating of chaplains for utilization tours based on the needs of the Naval Service. Chaplains completing PCR programs should be slated for assignments within Navy Medicine.

b. The CHC advanced education program selection committee shall consider all eligible candidates and make recommendations for selection to the Chief of Chaplains.

c. CHC advanced education programs reviewers are:

<u>Program</u>	<u>Reviewer</u>
CIVINS/CIVFEL	Chief of Chaplains, OPNAV (N097)
MSCS	Navy Personnel Command, PERS-4414
PCR	Chaplain of Navy Medicine

Program reviewers are responsible to maintain the CHC advanced education programs under their review authority, make program appraisal information available and provide liaison support to all stakeholders, candidates, and students.

6. Eligibility. All candidates for CHC advanced education programs shall have projected rotation dates compatible with their desired program's beginning date, and shall be able to complete, without waiver, a utilization tour following completion of the program. Additional eligibility criteria are:

a. CIVINS: Chaplains at the rank of lieutenant commander or lieutenants who have been selected for promotion to lieutenant commander are eligible. Chaplains, who have previously completed a CIVINS advanced education program, require a waiver from the CIVINS program reviewer and OPNAV (N097) in order to be eligible for selection to this program.

b. MSCS:

(1) Chaplains at the rank of lieutenant commander are eligible for the command and staff colleges and schools.

(2) Chaplains at the rank of commander and captain who have completed Joint Professional Military Education Phase I (JPME-1) are eligible for senior service colleges and schools.

FEB 21 2013

(3) Chaplains who are eligible pursuant to paragraph 6b(1) and (2), and who have previously completed a CHC advanced education program do not require a waiver for MSCS programs.

c. PCR: Chaplains at the rank of lieutenant, lieutenant commander, and commander are eligible. Chaplains, who have previously completed a CHC advanced education program, or who have the equivalent of four units of clinical pastoral education, require a waiver from the PCR program reviewer and OPNAV (N097) in order to be eligible for selection to this program.

d. CIVFEL: Chaplains at the rank of commander and captain are eligible, except those commanders who have failed to select for promotion to captain. Chaplains who have previously completed a CHC advanced education program remain eligible for CIVFEL programs and do not require a waiver. CIVFEL programs typically require a doctoral degree as a prerequisite for admission.

7. Nomination Process

a. Eligible chaplains may nominate themselves by submitting a letter, enclosure (3), to PERS-4414 via their commanding officer and their echelon II chaplain (Navy and Marine Corps) or Chaplain of the Coast Guard, as appropriate.

(1) Nomination packages for Reserve Component chaplains shall also include as enclosures each of the items required by reference (g) for definite and/or indefinite recall to active duty, and the nomination shall be routed via Commander, Navy Reserve Forces Command (CNRFC) (Code N01G) for endorsement regarding Reserve service and addressing eligibility and availability for voluntary temporary recall to active duty.

(2) Chaplains serving in a joint duty assignment, foreign exchange program, or another assignment not covered, above, shall contact OPNAV (N097). OPNAV (N097) shall provide guidance on the proper routing of the candidate's letter.

b. Senior supervisory chaplains, as defined in references (h) and (i), may nominate chaplains. The nomination must be submitted via the candidate's commanding officer.

c. Nominations must be postmarked or emailed by 15 March for programs beginning the next calendar year. Nominations

FEB 21 2013

shall be submitted to PERS-4414. A schedule of CHC advanced education program deadlines is found in enclosure (4).

8. Selection Process

a. A CHC advanced education program selection committee shall be comprised of the Executive Assistant to the Chief of Chaplains; Deputy Chaplain of the Marine Corps; Director for Manpower, Personnel, Training and Education, Chief of Chaplains Office; Director for Plans and Operations, Chief of Chaplains Office; Director for Policy and Strategy, Chief of Chaplains Office, and one additional member not assigned to the Chief of Chaplains' staff who is a member of the Professional Naval Chaplaincy Executive Board, as defined by reference (j). The Deputy Director for Manpower, Personnel, Training and Education, Chief of Chaplains Office, shall attend the committee's proceedings in order to provide expertise on CHC advanced education programs. The CHC advanced education program selection committee shall:

(1) Meet no later than 1 June, annually, to recommend chaplains for selection to CHC advanced education programs.

(2) Recommend candidates based on the following factors: promotion potential, academic capability, outstanding professional performance, a strong academic background, and the needs of the Navy.

(3) Submit its recommendations for selection to the Chief of Chaplains for final approval or disapproval determination.

b. Once approval has been obtained, PERS-4414 will comply with NAVPERSCOM procedures outlined in references (k) and (l), and OPNAV (N097) will notify each nominee of the selection results.

c. All chaplains selected for CHC advanced education programs are required to notify PERS-4414 in writing regarding their acceptance or non-acceptance of the offer for a CHC advanced education program. Selectees shall make this notification within 14 working days following receipt of the notification.

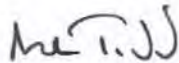
d. Reserve Component chaplains selected for CHC advanced education programs are also required to notify CNRFC (Code N01G) of their acceptance or non-acceptance of the offer for a CHC

FEB 21 2013

advanced education program for further guidance in applying for recall to active duty in accordance with reference (g).

9. Needs of the Naval Service. Needs of the Naval Service may arise which require assignment of chaplains to a CHC advanced education programs who have not applied for a program, have not been nominated for the program, or have not been selected by the CHC advanced education program selection committee. The Chief of Chaplains shall coordinate this decision with the affected program reviewer and PERS-4414. The Chief of Chaplains has final approval authority to determine the needs of the Naval Service, and has final authority on the placement of the chaplains into CHC advanced education programs.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



M. L. TIDD
Rear Admiral, CHC, U.S. Navy
Chief of Chaplains

Distribution:

Electronic only, via Department of the Navy Issuances Web site
<http://doni.dapds.dla.mil/>

CHAPLAIN CORPS
SUBSPECIALTY CODES AND CURRICULUA

<u>Subspecialty Code</u>	<u>Curriculum Number</u>	<u>Subspecialty Field Descriptions</u>
1400	None	<u>Spiritual Leadership</u> - leadership and management of religious institutions; homiletics; theological/scriptural studies applied to leadership; worship. NOTE: This is only offered when OPNAV (N097) has determined that these specific skills are required.
1430	973	<u>Religion and Culture</u> - religion and statecraft (cross-cultural communications, conflict resolution and reconciliation); religion and emerging cultural/institutional values; comparative religions; religion and cultural anthropology.
1440	974	<u>Pastoral Counseling</u> - pastoral counseling with families and single personnel; hospital/clinical settings; substance abuse; single parents; grief and crisis; personality development; developmental theory.
1450	975	<u>Ethics</u> - Classical theories of moral reasoning and ethical decision-making; ethical implications of religion in matters of statecraft; healthcare ethics; just-war theory; moral theology; character/values development; institutional values and systemic/cultural change; technology and ethics.

Enclosure (1)

FEB 21 2013

**CIVILIAN INSTITUTIONS
FOR CHAPLAIN CORPS ADVANCED EDUCATION**

Religion in Culture (Course #973, Subspecialty 1430)

- Duke University (Durham, NC)
- Emory University (Atlanta, GA)
- Princeton Theological Seminary (Princeton, NJ)
- Trinity Evangelical Divinity School (Deerfield, IL)
- University of San Diego (San Diego, CA)

Pastoral Counseling (Course #974, Subspecialty 1440)

- Duke University (Durham, NC)
- Princeton Theological Seminary (Princeton, NJ)
- Trinity Evangelical Divinity School (Deerfield, IL)
- Emory University (Atlanta, GA)

Ethics (Course #975, Subspecialty 1450)

- Boston University (Boston, MA)
- Duke University (Durham, NC)
- Emory University (Atlanta, GA)
- Princeton Theological Seminary (Princeton, NJ)
- Trinity Evangelical Divinity School (Deerfield, IL)

Enclosure (2)

FEB 21 2013

NOMINATION LETTER TEMPLATES

1521
[Date]

From: (Nominee's rank and name), CHC, USN
To: Commander, Navy Personnel Command (PERS-4414)
Via: (1) Commanding Officer
(2) [Senior chaplain as defined in paragraph 7a of this instruction]

Subj: NOMINATION FOR FYXX CHAPLAIN CORPS ADVANCED EDUCATION PROGRAM

Ref: (a) COCINST 1521.1

1. Per references (a), I respectfully request consideration for the following Chaplain Corps advanced education programs, ranked in order of preference:

- a. Choice 1:
- b. Choice 2:
- c. Choice 3:

2. [State here the reasons why you desire to be considered for these programs and what you can contribute to the Naval Service and Chaplain Corps with the education you would receive.]

3. My projected rotation date is: [Insert your PRD here.]

4. My contact information is [Insert your contact information, including telephone number, e-mail address, and postal address here.]

[Sign your name]
NOMINEE NAME

Enclosure (3)

FEB 21 2013

**CHAPLAIN CORPS
ADVANCED EDUCATION PROGRAM SCHEDULE**

Months prior to program commencing	Months prior to Grad & PCS	Window or Deadline	Responsible Agent (s)	Action
20	32	Jan	OPNAV (N097)	Solicitation of applications. Deadline for submission is 15 March.
20	32	Jan-Feb	Senior Supervisory Chaplains & candidates	Prepare nomination packets.
18	30	15 Mar	All Parties	Deadline for nomination packets
14	26	May-Jun	OPNAV (N097)	CHC Advanced Education Selection Committee reviews nomination packets and makes recommendations to Chief of Chaplains
12	24	Jul	OPNAV (N097) and PERS-4414	Slating of selected chaplains for utilization tours
12	24	Jul	OPNAV (N097)	Notification of selectees
7-11	19-23	Aug-Jan	Selectees and Program Reviewers	Apply to advanced education programs with assistance from Program Reviewers
	11	Aug	Students and Program Reviewers	Commence advanced education program and provide Program Reviewer with contact information
	11	Aug	Program Reviewers	Provide direct oversight during period of instruction
	0	May-Sep	Students	Contact OPNAV (N097) for procedures for assignment of subspecialty code or AQD

Enclosure (4)